From: Alpert, Neal
To: Gianetti, Lee
Subject: RE: Friday Event
Date: Tuesday, April 24, 2018 11:08:00 AM

Hi Lee,

I am pasting my summary of what I understand Friday's program to be at the very bottom of this email – this was my attempt to make some sense out of the brief conversations Denise had with me about it.

As for the CM's remarks: I think one – one and a half minutes would be absolutely fine. The audience will be comprised of members of the Prince Hall Masons groups from outside of Cambridge – I think there will be some people from out of state there – and it's just a general "Welcome to Cambridge, we're so glad you could make it to our wonderful city, we're so glad that we're the first community in the nation to raise a statue to commemorate Prince Hall, and of course that wouldn't have happened if it wasn't for the hard work of Councilor Simmons and her partners in the local Prince Hall Lodge."

Doesn't have to be anything long or fancy. I'm keeping Denise's comments very short and basic as well…!

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From: Gianetti, Lee
Sent: Monday, April 23, 2018 9:49 PM
To: Alpert, Neal <nalpert@cambridgema.gov>
Subject: Friday Event

Hi Neal,

Do you have any background or information on what the City Manager should focus his remarks on for Friday? Also, how long should he be and who is the audience?

Thanks

Lee

From: Alpert, Neal
Sent: Thursday, April 5, 2018 6:29:04 PM (UTC-05:00) Eastern Time (US & Canada)
To: Simmons, Denise
Subject: The Re-Opening of African Lodge 459 - April 27, 2018

Denise, from my conversations with you and Red Mitchell, here is my understanding of the formalized list of what you're looking to obtain from the City Manager's Office for the Prince Hall Masons visit on April 27:

On Friday, April 27, 2018, the *Prince Hall Order of Grand Masons* will be visiting Cambridge to honor their historical leader, Prince Hall. This program is being billed as "The Re-Opening of African Lodge 459" (459 was the lodge number give to Prince Hall in the 1700s). The Grand Mason would like to visit and have a short program at the Cambridge Common and the sight of the Prince Hall Memorial, in addition to visiting City Hall. **The anticipated schedule is as follows:**

Buses from Newton will arrive at City Hall between 10:30 - 11:20 am

Grand Masons will convene in the Sullivan Chamber
Councilor Simmons will meet and greet the Grand Masons and give brief welcoming remarks

The Mayor, City Manager, and Commissioner Bard (who is a Mason) are also asked to give brief welcoming remarks

Buses will then depart City Hall and are expected to arrive on the Common between 11:45 -12:15 pm

Red T. Mitchell, Chairman of Masonic Education, will then give remarks on the Common

- Number of people attending is expected to be between 50-75
- Seeking parking consideration for two tour buses in front of City Hall, and on the Cambridge Common, for that day.
- Seeking use of the Sullivan Chamber from 11 am – 1 pm (and possible longer if there is inclement weather)
- Seeking a podium, amplification, and chairs (if possible) on the Cambridge Common for the program by the Prince Hall Memorial

<u>The Program/Booklet For the Event</u>: "The Re-Opening of African Lodge 459"

Greetings and Welcome from City Councilor, former Mayor, and Chair of Prince Hall Memorial E. Denise Simmons

Remarks from McGov or his designee

Remarks from City Manager

Remarks from Commissioner Bard

Photo of Prince Hall Monument

Photo of the Resolution Declaring Prince Hall a Founding Father (the one in the City Hall lobby)

Layout of speaking program for the common (cross reference this with Red Mitchell to ensure we have the correct order of events)